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FACULTY SENATE AGENDA

December 4, 2017

3:00 – 5:00 p.m.

Merrill-Cazier Library, Room 154

Agenda

- 3:00 Call to Order** Kimberly Lott
Approval of November 6, 2017 [Minutes](#)
- 3:05 University Business**..... Noelle Cockett, President
Larry Smith, Interim Provost
- 3:20 Information Items**
1. [Academic Calendar](#) Change John Mortensen
2. Policy [345](#) Annual Leave Marla Boyer
Policy [349](#) Early Retirement Incentive Program
Policy [365](#) Sabbatical Leave
Policy [368](#) Phased Retirement
- 3:45 Reports**
1. EPC [November](#) Report..... Larry Smith
2. [USUSA](#) Annual Report Michael Peters
3. [Retention and Student Success](#) Annual Report..... Heidi Kesler
- 4:05 Old Business**
1. Policy [405.6.2](#) | [405.8.2](#) Promotion Advisory Committee (PAC) Ronda Callister
(second reading)
- 4:15 New Business**
- 4:20 Adjourn**



FACULTY SENATE MINUTES

November 6, 2017

3:00 – 5:00 pm

Merrill-Cazier Library, Room 154

Call to Order - Kimberly Lott

Approval of the October 2, 2017 Minutes

Minutes approved as distributed.

University Business - Noelle Cockett, President & Larry Smith, Interim Provost

Provost Smith stated that the two searches were moving along. For the Provost's search, all three candidates have come and gone for the campus interviews and the information has been turned over to the president. Today we have the first of two candidates for the Vice President of Advancement on campus and that search is moving along.

Two weeks ago there was a national recruitment event for Hispanic and Native American students in Salt Lake City. USU faculty was at the event helping to staff the recruitment table. Provost Smith was grateful for the faculty that attended and participated in this event. At the annual state general education conference a number of USU faculty were engaged and providing support. Many thanks to all who are supporting these events. Courtney Flint has been reappointed to the Scientific Advisory Committee of the EPA. These appointments promote a very positive image of USU.

President Cockett discussed the results from campus climate on sexual assault survey. The survey was sent to 23,000 students in spring 2017. USU received a 45% response rate which was equal to 10,000 students responding. This survey was very informative. 93% of the students surveyed felt safe at USU. What was disappointing is that only 45% knew where they could get resources if they experience nonconsensual sexual contact. Since the survey, the university has started several different initiatives. The consent initiative has been around for a while but USU is starting a bystander and mandatory freshman sexual assault training. In regards to nonconsensual sexual contact 7.2% said that they had experienced something since they have been at USU. 35% of the nonconsensual sexual contact included alcohol consumption and 90% of the individuals knew their assailant. These included friends, partners and casual acquaintances. One in ten female students at USU have experience sexual assault. Of the individuals who experience sexual assault, only 5% have actually reported to the Title IX office. USU has been working on providing more information to students on where they can get help for any kind of sexual harassment or assault. In the coming year, to put us on the same schedule as the other Utah institutions, the spring 2018 survey will be re-administered. Hopefully at that point, students will feel like they are better informed. Code Blue warnings have been sent out notifying students, faculty and staff of any incidents and these warnings are required under the Cleary Act. Anything that is reported to the USU police and occurs on campus must be immediately sent out as a Code Blue warning. The university has experienced two in the last 6-8 months which is actually a low number. Overall, the USU campus is safe. Regional campus

were rolled into the main campus numbers. When the next survey is administered, the regional campuses will be broken out individually. The survey is on the website at:
<http://www.usu.edu/sexual-assault/files/USU-Survey-on-Sexual-Misconduct-2017.pdf>.

Mental health and well-being is gaining more and more attention across college campuses throughout the United States and it is felt that social media has a lot to do with this. Last spring USU students agreed to an additional student fee of \$13 for full-time student and a 0.5% increase in second tier tuition to help with mental health and well-being. This money will be used for counseling and getting more help for the students. James Morales is preparing a trifold and bookmarker with information on how to reach out for resources for those at-risk students. The university is working with students, faculty and staff to make sure that everyone is aware of the process and what they can do to help.

Information Item

Faculty Forum (November 13, 2017) - Kimberly Lott

Email went out to all faculty with the agenda and flyer. There was a lot of discussion at the FSEC regarding the agenda. One of the biggest issues that came up is the lack of excitement about Faculty Senate. Most members are not really sure of their responsibility or role. Shared governance is a recurring issue and it is not apparent how it works or even if it is working. Some senators don't feel like they can speak freely when administrators are in the room, however, administrators are needed to help affect change.

Funding from outside donations was another question. Should faculty have input or buy-in on donations that are made to the university? What can faculty do and what is the expectation?

Retention of Pre-tenured Faculty – April 2016 FDDE committee report showed very striking results where we lose a lot of faculty members pre-tenure. This trend was alarming to faculty.

Reports

EPC October Report - Ed Reeve

74 requests (approved 66 – rejected 8)

Four R401 program proposals approved

No Academic Standards or General Education reports.

Motion to approve the EPC report made by Ben George. Seconded by Ralph Meyer. Report approved.

Faculty Evaluation Committee Annual Report - Nathan Washburn

There were a number of recommendations for IDEA. The concern was that the committee can provide recommendations but is anyone acting on or following up on them? The FEC and Faculty Senate are looking for actionable recommendations. When IDEA was first administered, there was a lot of training and the culture understood IDEA and could understand the value and rationale. Some find it useful – others do not, but it is good to have a valid national instrument. Need to start a discussion where we look at a more comprehensive way to evaluate teaching. No one's T&P comes down to what has come out of the IDEA evaluations. Numbers do not really reflect all that is done to be or become good teachers.

Motion to approve the FEC report made by Becky Blais. Seconded by Ronda Callister. Report approved.

New Business

In FSEC, it was asked where this information goes once it is provide to the Faculty Senate. It was decided that a process needs to be put in place to get this information disseminated and put into action. It is felt that the senate needs to quit spinning its wheels and make a real difference. If it is informational, it should be passed to all faculty in the easiest way possible, and, if it is actionable, a process needs to be established in order to move it forward and see a resolution. Some of these issues can be alleviated now that there is a Faculty Senate representative on the Department Head Executive Council. Becki Lawver is the new representative.

Faculty Athletic Representative (FAR) - Kimberly Lott
USU is required to have a FAR representative. A person can serve four years and then is eligible for another 4-year term. Ed Heath is eligible for reappointment and has agreed to serve if it is approved. Code 402 says that the President is supposed to gather the six FS representatives on the council and ask them for their recommendation. All six individuals asked that Ed Heath be reappointed. This was brought to the senate for ratification.

Motion to ratify Ed heath as the Faculty Athletic Representative made by Vince Wickwar. Seconded by Briedi Gillespi.

Adjourn 3:50 pm

Calendar Committee Proposal - Discontinue the Practice of Holding Classes on Days that are Different from Regularly Scheduled Classes

- Attend Thursday class on day before Fall Break
- Attend Tuesday class on day after Presidents' Day

It is proposed that USU discontinue the practice of having students attend classes on days that are different than the regularly scheduled classes, which currently happens on two occasions. Under this proposal:

- Friday classes would no longer be held on the Thursday prior to Fall Break. Instead, regular Thursday classes would be held on that Thursday.
 - MWF instruction days would decrease from 42 to 41.
 - TR instruction days would increase from 28 to 29.
 - Thursday only instruction days would increase from 13 to 14.
 - Friday only instruction days would decrease from 14 to 13.
- Monday classes would no longer be held on the Tuesday following President's Day. Instead, regular Tuesday classes would be held on that Tuesday.
 - MWF instruction days would decrease from 44 to 43.
 - TR instruction days would increase from 29 to 30.
 - Monday only instruction days would decrease from 14 to 13.
 - Tuesday only instruction days would increase from 14 to 15.

Justification for this Proposal:

- Many students have jobs and it is difficult for some of them to adjust their work schedules to attend class on an adjusted schedule.
- Some students have children and it is difficult for some of them to arrange for babysitting on an adjusted schedule.
- It is estimated that over half of the classes held the day before Fall Break and the day after President's Day are cancelled. On Thursday, October 19, 2017, staff visited 129 classrooms where classes should have met at 9:30 a.m., and 140 classrooms where classes should have met at 10:30 a.m., for a total of 269 possible class meetings. Of that 269 total:
 - 115 (43%) held class
 - 148 (55%) did not hold class
 - 6 (2%) looked like a casual meeting or office hours were being held in the classroom

Calendar Committee Proposal - Discontinue the Practice of Holding Classes on Days that are Different from Regularly Scheduled Classes

- Attend Thursday class on day before Fall Break (October)
- Attend Tuesday class on day after Presidents' Day (February)

CURRENT FALL 2018		FALL 2018 PROPOSED CHANGES
First Day of Classes	Aug 27 (Mon)	
Labor Day Holiday	Sep 3 (Mon)	
Attend Friday Class	Oct 18 (Thu)	Attend Thur. Class
Fall Break	Oct 19 (Fri)	
Thanksgiving Holiday	Nov 21-23 (W-F)	
Last Day of Classes	Dec 7 (Fri)	
Final Exams	Dec 10-14 (M-F)	
Regular Class Meetings (finals not included)		
MWF Meetings	42	41
TR Meetings	28	29
M only Meetings	14	
T only Meetings	15	
W only Meetings	14	
R only Meetings	13	14
F only Meetings	14	13
TOTAL INSTRUCTIONAL DAYS:	70	70

CURRENT SPRING 2019		SPRING 2019 PROPOSED CHANGES
First Day of Classes	Jan 7 (Mon)	
Martin L. King, Jr. Holiday	Jan 21 (Mon)	
Presidents' Day Holiday	Feb 18 (Mon)	
Attend Monday Class	Feb 19 (Tue)	Attend Thur. Class
Spring Break	Mar 11-15 (M-F)	
Last Day of Classes	Apr 26 (Fri)	
Final Exams	Apr 29-May 3 (M-F)	
Regular Class Meetings (finals not included)		
MWF Meetings	44	43
TR Meetings	29	30
M only Meetings	14	13
T only Meetings	14	15
W only Meetings	15	
R only Meetings	15	
F only Meetings	15	
TOTAL INSTRUCTIONAL DAYS:	73	73

* Minimum instructional days per spring and fall semester is 70.

11/20/2017

ISSUES/RECOMMENDATION

Purpose:

Revise Policy 345 Annual Leave

Issues:

- Section 345.1.2
 - Clarifies that annual leave accrues in hours

- Section 345.2.1
 - Clarifies that fiscal year faculty and exempt employees must use at least half of their annually accrued leave
 - Clarifies that annual leave for coaches will not be paid out upon termination
 - Clarifies that employees transferring departments will not be paid out unused, accrued annual leave

- Section 345.2.3
 - Change non-exempt leave reporting increments from one hour to 15 minutes

- Section 345.2.4
 - Removes the Annual Report and Approval section since the Board of Regents no longer requires an annual report

- Section 345.3.2
 - Removes FMLA reference.

Recommendation:

The Office of Human Resources recommends approval of these changes.



POLICY MANUAL

BENEFITS

Number 345

Subject: Annual Leave

Covered Employees: Fiscal Year ~~Budgeted~~ Benefit Eligible Employees

Date of Origin: January 24, 1997

Date of Revision(s): July 1, 1999; April 1, 2010; October 13, 2017

Effective Date ~~of Last Revision: July 1, 1999; revised March 26, 2010~~
~~(effective 4/1/10)~~ October 13, 2017

345.1 POLICY

1.1 Eligibility

1.1.1 ~~(1)~~ Fiscal Year Base

~~Budgeted~~ Benefit Eligible employees with a fiscal year base appointment at 50% time or greater earn annual leave on a pro-rata basis. Fiscal year faculty do not accrue annual leave during sabbatical leave (see Policy 365 Sabbatical Leave).

1.1.2 ~~(2)~~ Academic Year Base

~~Budgeted~~ Benefit Eligible employees with an academic year base appointment (e.g., 9-month faculty) do not earn annual leave benefits.

1.2 Accrual

Annual leave is earned and accounted for on a calendar-year basis. Annual leave accruals begin on the effective date of the employee's University appointment and will be pro-rated for the first month of employment. Employees do not earn annual leave during leaves of absence without pay that last longer than half of the working days in a month, nor during ~~professional development leave (see Policy 360 Special Development Leave)~~. Recognized University holidays that occur during a period of annual leave will not be charged against annual leave.

Fiscal year faculty and exempt ~~(professional)~~ employees earn annual leave at the rate of ~~1.83 days~~ 14.67 hours per month for each month of service. For each 12 months of employment, 22 days of annual leave are earned.

Fiscal year non-exempt ~~(classified)~~ employees earn annual leave according to the following schedule based on years of eligible service:

<u>Service Years</u>	<u>Leave Earned Allowance</u>
<u>Hire date to 5 years</u> Beginning of employment to 5 years	12 days/year
<u>6-5 to 109 years of employment</u> 6-5 to 109 years of employment	18 days/year
<u>10+ years of employment</u> and above	22 days/year

The above table is based on a 100% FTE employees. For employees with less than 100% FTE, the number of days earned per year will be prorated.

Non-exempt ~~-~~employees who have previously worked in a benefit-eligible position at Utah State University or another State of Utah institution of higher education will receive credit for the number of years of prior service when calculating annual leave allowances.

345.2 ~~PROCEDURES~~ PROVISIONS

2.1 Deferral of Annual Leave

Fiscal year faculty and ~~-~~exempt employees may defer, to the following calendar year, up to half of the annual leave earned in a year (11 days). The remainder of the unused annual leave will not carry over into the next calendar year. Fiscal year faculty and exempt employees hired after June 30 of any calendar year are not required to use half of their accrued leave until the next full calendar year. Non-exempt employees may defer to the following year all annual leave earned in that year.

For ~~most~~ eligible employees, a maximum of 30 days of earned annual leave may accumulate and be deferred from one calendar year to the next. Any annual leave over 30 days which has not been used by the end of a calendar year may not be deferred and will be ~~lost~~ forfeited, unless the -Department heads or director ~~may~~ allows the carryover of leave into the next calendar year. The Office of Human Resources must be notified of the leave carryover by January 15 ~~under special circumstances. Notification to the Office of Human Resources is required.~~

~~However, e~~Coaches employed by the University Athletics Department are not eligible for the deferral of annual leave from one calendar year to the next. All annual leave must be taken in the year in which it is earned.

When an employee transfers to another University department, ~~-the~~ two administrators ~~may~~ will negotiate the disposition of ~~-the~~ leave obligation when significant funding issues occur, such as accepting the leave obligation on a contract/grant. In cases where the leave

balance cannot be transferred to the new department, the employee may be required to take unused annual leave before the transfer, or the current department may transfer funds to the new department to cover the obligation of the unused annual leave. No leave payout will be given when transferring between departments.

2.2 Payment When Employment Ends

2.2.1 ~~(1)~~ If an employee's status changes from a fiscal year base (eligible to earn annual leave) to an academic year base (not eligible to earn annual leave), the department will pay out accrued annual leave up to a maximum of 30 days at the time of status change.

2.2.2 ~~(2)~~ When employment ends, employees are entitled to receive a lump-sum payment for unused annual leave up to a maximum of 30 days. Supervisors may require employees to use accrued annual leave before their employment ends, if sufficient time is available.

2.2.3 ~~(3)~~ Compensation for unused annual leave will be based on the employee's current annual base salary.

2.2.4 ~~(4)~~ Leave earned during a contract/grant funding period must be used during the contract/grant period. Employees hired in positions funded by contracts/grants are to be informed in writing of this requirement at the time of employment. Before a contract/grant ends, employees paid from that contract/grant will be notified by their department of their current leave balance and the time period available for using the leave. When employees are given sufficient notice and opportunity to use their earned leave, they are required to do so and the leave obligation on those funds will be zeroed and cannot be carried over to other funds. When employees do not receive sufficient notice, the department will be obligated to pay the employees for their unused leave balances, up to the maximum amount specified in this policy.

2.2.5 ~~(5)~~ Coaches employed by the Athletics Department ~~may~~will not be paid for unused leave at termination of employment.

2.3 Application for Leave

All eligible employees (fiscal year faculty and staff) must report all annual leave used.

University administrators are responsible for approving, coordinating, and recording the annual leave of staff and fiscal year faculty in their respective units. All annual leave, except for emergencies, must be authorized in advance and will be used at times when it will have the least interference with the employee's professional services at the University. The individual applying for annual leave and the department head, director, or supervisor approving the leave will make every effort to arrange for the use of annual leave during the calendar year in which it is earned.

Annual leave taken by fiscal year faculty, administrators, and exempt employees should be reported in half-day increments. If the amount of annual leave taken is less than half a day, it should not be reported. Annual leave taken by non-exempt employees should be reported in 15-hourminute increments. ~~In some areas it may be appropriate to account for non-exempt employees' leave in increments of less than one hour for job costing and other such purposes. In such cases, leave may be recorded within the department in 15-minute increments, then tallied and reported in 1 hour increments on the monthly leave reports.~~

2.4 Annual Report and Approval

~~At the end of each calendar year a summary leave report will be sent to each department indicating year-end accumulated leave balances. This report must be reviewed with each applicable employee and returned to the Office of Human Resources with authorized signatures. The Office of Human Resources will provide the administration with appropriate annual reports as outlined by the Board of Regents.~~

345.3 RESPONSIBILITY

3.1 Department Heads and Supervisors

Responsible for approving, coordinating, and recording the annual leave of staff and eligible faculty within their departments.

3.2 ~~Office of Human Resources~~Employees

Responsible for requesting leave from their supervisor in advance and reporting leave taken using the university authorized processes in a timely manner.

~~Responsible for providing an annual summary leave report to department heads and supervisors. Responsible for keeping a centralized data base on annual leave that is also qualified as FMLA leave (see Policy 351 Family and Medical Leave).~~

3.3 ~~Employees~~Office of Human Resources

Responsible for keeping a centralized data base on annual leave.

~~Responsible for requesting leave in advance so schedules can be set to accommodate the needs of the University and the employee, and for reporting leave to the supervisor.~~

ISSUES/RECOMMENDATIONS

Purpose: To bring Policy 349 Early Retirement Program in line with practice and laws such as COBRA and Medicare.

Issues:

- 349.2 - Adds a Definitions section.
- 349.3.1 - Eliminates requirement of 9-month prior notification of intent to take early retirement.
- 349.3.2.4.1 - Changes the Early Retiree agreement to include cost of medical and dental premiums based on annual earnings preceding the date of early retirement. Brings the Early Retirement Incentive Program policy in line with the medical insurance and reinsurance contractual language where coverage for retirees will terminate when a retiree reaches the Medicare eligibility age.
- 349.3.4.3 - Provides one additional month of incentive payment in the case of an early retiree's death.
- 349.3.4.4 - Clarifies that COBRA insurance timelines run concurrently with early retirement. Notes that no further contribution will be made to the employee's basic retirement program.
- 349.4.1.2 - Clarifies that early retirees rehired on an hourly basis may not work more than 25% (FY) or 33.33% (AY).
- 349.4.2 - Includes language warning that a pre-arranged retirement and subsequent rehire is not permitted.
- 349.4.3 - Adds language about URS restrictions to receiving pension payments and being re-employed at a URS participating institution.

Recommendation: The Office of Human Resources recommends approval of these changes.



POLICY MANUAL

BENEFITS

Number 349

Subject: Early Retirement [Incentive Program](#)

Covered Employees: Benefit Eligible Employees

Date of Origin: January 24, 1997

~~Effective~~ Date of ~~Last~~ Revision(s): [July 1, 2005](#); July 1, 2007, [June 23, 2017](#)

[Effective Date: June 23, 2017](#)

349.1 POLICY

Entrance into the early retirement incentive program is strictly voluntary and is available to employees who obtain administrative approval and qualify based on the eligibility requirements below. Administrative approval may be granted after determining that the early retirement incentive request is in the mutual best interest of the employee and the University. The policy will provide two mutually exclusive early retirement options for eligible employees: a five-year option or a six-year option

349.2 ~~PROCEDURES~~ [DEFINITIONS](#)

[Annual Earnings](#) - Annual earnings are defined as the earnings of the employee as designated in the University budget or revised by an approved Electronic Personnel Action Form (EPAF) for the ~~twelve~~ [12](#)-month period preceding the date of early retirement. Not included in [annual](#) earnings are [payments for the following exceptions: overtime, and extra service](#) ~~contractual~~ payments, consulting, [teaching](#) workshops, ~~Extension~~ classes, overseas adjustment, and/or other special forms of pay. Eligible part-time employees who request and are granted an early retirement option will receive [an incentives amount](#) based on their ~~proportionate~~ part-time salary.

[Medicare Eligibility Age](#) – Normal Medicare eligibility age means the age at which an otherwise qualified individual may enroll in Medicare by virtue of attaining a specific age, or by otherwise being qualified as defined by Medicare.

Participant – An eligible employee approved for the early retirement incentive program.

Full Retirement Age (FRA) – For Social Security purposes, the retirement age at which full retirement benefits may begin.

349.3 PROVISIONS

23.1 Initiation of the Early Retirement Agreement

~~Entrance into the early retirement incentive program may be requested by any eligible employee.~~ Eligible employees desiring to participate in this program must advise their immediate supervisor, normally the department head or director, as soon as possible in writing ~~nine months~~ prior to the proposed date of early retirement. ~~This requirement may be shortened if mutually agreed upon in writing by the department head or director, the dean or vice president, and the employee.~~ Academic year appointees may only enter the early retirement incentive program on January 1, or July 1, ~~or August 1~~ of any year, unless a different date is mutually agreed upon in writing by the department head, dean and Provost, in consultation with the Office of Human Resources. If a request for Early Retirement is approved, the department initiates the early retirement process ~~is initiated by completing requesting the Office of Human Resources to prepare~~ the Early Retirement Agreement. ~~prepared by the Office of Human Resources.~~

2.2 Annual Earnings

~~Annual earnings are defined as the earnings of the employee as designated in the University budget or revised by an approved Electronic Personnel Action Form (EPAF) for the twelve-month period preceding the date of early retirement. Not included in earnings are the following exceptions: overtime and extra contractual payments, consulting, workshops, Extension classes, overseas adjustment, and/or other special forms of pay. Eligible part-time employees who request and are granted an early retirement option will receive incentives based on their proportionate part-time salary.~~

2.3.2 Five Year Option: Eligibility and Benefits

3.2.1 ~~(1)~~ For an employee to be eligible to request participation in the five-year option of the early retirement incentive program, the following criteria must be met: the employee must be a benefit-eligible employee, the employee's age must be at least 57, the employee's age and years of service at Utah State University in a benefit-eligible position must be greater than or equal to ~~or greater than~~ 75.

3.2.2 ~~(2)~~ All service of 50% time or more per year under University appointment will qualify for credit even if there are breaks in service during prior

years. Approved leaves of absence with pay will be eligible for credit. ~~Payroll service and~~ Periods of leave without pay will be not credited.

3.2.3 ~~(3)~~ Incentives

~~(a)~~ Participants in this program shall be paid a financial incentive that is the lesser of 20% of the employee's annual earnings for the 12-month period immediately prior to the ~~actual~~approved date of early retirement, or the estimated single social security benefit available to the individual at "Full Retirement Age" ("FRA") as defined by social security law. Incentive payments shall be paid in monthly installments (annual incentive base divided by twelve) for a maximum of 5 years or until "FRA" as a bridge to future social security benefits. Early retirement incentive payments will cease the first day of the month following the 5-year period or the "FRA", whichever occurs first.

3.2.3.1 ~~(b)~~ The incentive for participants shall be adjusted annually at a rate determined by the University administration ~~and approved by the Board of Trustees~~. This annual adjustment will normally be at the same salary rate as that given to University employees performing at a satisfactory level. The early retirement incentive base may never exceed the estimated single Social Security benefit available to the individual at "FRA".

3.2.4 ~~(4)~~ Benefits

Benefits for which the retiring employee will be eligible during the five-year option of early retirement are:

3.2.4.1 ~~(a)~~ Medical and dental insurance coverage on the University's group plans continued to the same extent and on the same terms that such coverage is available under applicable University policies to non-retired personnel. The premium rate will be based on the 12-month salary preceding the date of early retirement. ~~and at a rate equivalent to that of a similarly situated employee.~~ The retiree will have the applicable share of the medical and dental premiums deducted from the monthly early retirement incentive payment. Upon reaching Medicare eligibility age, the early retiree will be removed from the University medical plan and is encouraged to apply for Medicare. Continuation of the ~~medical and~~ dental plans is allowed for the duration of the early retirement agreement ~~not possible at "FRA"~~.

~~(b) Coverage on medical and dental plans will be extended to the first day of the month following the five year period or the “FRA”, whichever comes first.~~

2.43.3 Six Year Option: Eligibility and Benefits

3.3.1~~(1)~~ For an employee to be eligible to request participation in the six-year option of the early retirement incentive program, the following criteria must be met: the employee must be a benefit-eligible employee, the employee’s age must be at least 56, the employee’s age and years of service at Utah State University in a benefit-eligible position must be greater than or equal to ~~or greater than~~ 75.

3.3.2~~(2)~~ All service of 50% time or more per year under University appointment will qualify for credit even if there are breaks in service during prior years. Approved leaves of absence with pay will be eligible for credit. ~~Payroll service and p~~Periods of leave without pay will be not credited.

3.3.3~~(3)~~ Incentives

3.3.3.1~~(a)~~ Participants in this program shall be paid a financial incentive that is the lesser of 16.67% of the employee's annual earnings for the 12-month period immediately prior to the ~~approved~~actual date of early retirement, or the estimated single social security benefit available to the individual at “Full Retirement Age” (“FRA”) as defined by social security law. Incentive payments shall be paid in monthly installments (annual incentive base divided by twelve) for a maximum of 6 years or until FRA as a bridge to future social security benefits. Early retirement incentive payments will cease the first day of the month following the 6-year period or the FRA, whichever occurs first.

3.3.3.2~~(b)~~ The incentive for participants shall be adjusted annually at a rate determined by the University administration ~~and approved by the Board of Trustees~~. This annual adjustment will normally be at the same salary rate as that given to University employees performing at a satisfactory level. The early retirement incentive base may never exceed the estimated single Social Security benefit available to the individual at “FRA”.

3.3.4~~(4)~~ Benefits

Benefits for which the retiring employee will be eligible during the six-year option of early retirement are:

3.3.4.1 ~~(a)~~ Medical and dental insurance coverage on the University's group plans continued to the same extent and on the same terms that such coverage is available under applicable University policies to non-retired personnel, ~~and at a rate equivalent to that of a similarly situated employee.~~ The

premium rate will be based on the 12-month salary preceding the date of early retirement, except that an additional surcharge of 15% of the University's portion of premiums will be assessed to the early retiree's ~~medical and dental coverage~~. The retiree will have the applicable share of the medical and dental premiums, including the 15% surcharge, deducted from the monthly early retirement incentive payment. ~~Continuation of the medical and dental plans is not possible at "FRA".~~ Upon reaching Medicare eligibility age, the early retiree will be removed from the University medical plan and is encouraged to apply for Medicare. Continuation of the dental plan is allowed for the duration of the early retirement agreement.

~~(b) Coverage on medical and dental plans will be extended to the first day of the month following the six year period.~~

2.53.4 Benefits Applicable to Both the Five and Six Year Options

3.4.1 ~~(1)~~ Participants in early retirement are eligible for the same benefits given to regular retirees. (See policy 361.~~42.3~~)

3.4.2 ~~(2)~~ Accrued annual leave will be paid in a lump sum at the time of early retirement and at the salary rate as of the last date of regular employment~~early retirement~~.

3.4.3 In the event of an early retiree's death during the Early Retirement agreement, incentive payments will continue until the end of the calendar month following the month in which the early retiree died. The surviving eligible family member(s) may continue insurance benefits by paying the early retiree rate for the remainder of the eligible early retirement period provided the eligible family member(s) is not Medicare eligible. For information regarding the continuation of medical coverage, see Policy 347, Continuation of Insurance Coverage.

3.4.4 The Consolidated Omnibus Budget Reconciliation Act (COBRA) – COBRA runs concurrently with early retirement. An employee, whose

early retirement incentive program ends prior to becoming eligible for Medicare, may elect to enroll in the University's Continuation of Coverage program (Policy 347) until he/she is Medicare eligible.

Note: ~~(3)~~ No further contribution will be made by the University to the employee's basic retirement program.

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~~2.6~~349.4 ~~Restrictions~~RE-EMPLOYMENT

4.1 ~~(1)~~ Employees who retire under the early retirement incentive program may be re-employed without tenure only on the recommendation and the approval of the administration (President, Provost, or Vice President for Business and Finance) ~~as follows:~~

4.1.1 ~~(a) Incidental reemployment of a part-time nature that is equal to or less than 33 1/3% of an academic year base appointment or 25% time of a fiscal year base appointment will not require any adjustment to the early retirement incentive payment. In this case, administrative approvals for reemployment are up through the level of the Provost. Board of Trustees approval is not required.~~ Re-employment must be wage/hourly and non-benefitted.

4.1.2 ~~(b) Reemployment, while on early retirement, at a percentage of time greater than 33 1/3% time on an academic year base appointment or 25% time on a fiscal year base appointment will not be allowed. require a reduction in the early retirement incentive by a percent that is equal to the percent of time for which the individual is reemployed. In the case of an individual who is reemployed at 100% time for one year or greater, the early retirement incentive will be suspended during the appointment period and reinstated upon completion of the appointment for any period of eligibility yet remaining. Percent of time is calculated as an annual percentage of an academic year or a fiscal year base appointment, whichever applies.~~

~~(c) Employee benefits, upon reemployment, will be paid by the University at the better of the reemployment rate or the early retirement rate.~~

~~(2) Any remaining financial incentive will terminate 30 days after the death of the retiree. The surviving spouse may continue insurance benefits by paying the early retiree rate for the remainder of the eligible early retirement period.~~

~~(3) No further contribution will be made by the University to the employee's basic retirement program.~~

~~(4) Participants in this program are not eligible for disability benefits funded by the University.~~

4.2 Engaging in a pre-arranged strategy for termination/retirement with a guarantee or promise of subsequent rehiring is not permitted.

4.3 For employees participating in the Utah Retirement System: There are restrictions with regard to receiving pension payments from Utah Retirement Systems (URS) when an employee is re-employed at any organization that participates in URS including Utah State University. Employees on early retirement agreements, who are receiving pension payments from URS, who wish to return to work at USU in any paid position, are highly encouraged to contact URS. Refer to URS for these restrictions.

2.7 Program Administration

~~The early retirement program will be administered and reviewed on a year to year basis to monitor its effectiveness and fiscal implications. The Board of Trustees reserves the right to amend or to terminate the early retirement program at any time, but no amendment or termination shall affect any participant who has already retired under its provisions. The procedure for early retirement application, along with the necessary agreement form, may be obtained from the Office of Human Resources.~~

349.3-5 RESPONSIBILITY

5.1 ~~3.1~~ Department Heads and Supervisors

~~Department Heads and Supervisors are r~~Responsible for notifying and coordinating with the Office of Human Resources of any approved request for early retirement in order to facilitate the necessary documentation to complete the process.

5.2 ~~3.2~~ Employees

Responsible for receiving approval from the department to~~Employees desiring to request participation in the early retirement incentive program should notify their appropriate department in a timely manner, make an election as to the Five or Six Year Option, and coordinate with the Office of Human Resources in the completion of the Early Retirement Agreement form.~~

5.3 Office of Human Resources

Responsible for advising the department and employee and drafting the Early Retirement Agreement.

ISSUES/RECOMMENDATIONS

Purpose:

Change the requirement to repay salary when a faculty member does not return from sabbatical to paying a penalty equal to the net pay received. This will lessen the dollar amount a faculty member must repay and eliminate cumbersome tax issues for both the employee and the University.

Issues:

- Section 365.2.6 – The current policy requires faculty to reimburse salary dollars when they do not return from sabbatical. This creates a wage overpayment for the faculty member.
 - Federal law treats wage overpayments the same as any other wages the employee might have received. As long as the employee repays the overpayment within the same taxable year that the overpayment is made, all taxes may be refunded and the employee's W-2 may reflect the correction for the repayment of the overpayment. If, however, the repayment is received after the end of the tax year in which the overpayment is made, the W-2 cannot be changed for Federal income or Utah taxes. Only Social Security taxes can be refunded.
 - Because of these Federal, law circumstances, if the repayment is made in the same year as the overpayment, only the "net pay" amount must be reimbursed by the employee. If the repayment is not made until a later tax year, the "gross pay" amount must be reimbursed.
- Changing the salary repayment requirement to paying a penalty would allow the faculty member to reimburse only the "net" amount received even if the repayment was received after the end of the tax year.

Recommendation:

The Office of Human Resources recommends approval of these changes.



POLICY MANUAL

BENEFITS

Number 365

Subject: Sabbatical Leave

Covered Employees: Faculty

Date of Origin: January 24, 1997

Date of Revision(s): July 1, 1999, January 30, 2004, January 12, 2018

Date of Last Revision: January 12, 2018~~30, 2004~~

365.1 POLICY

A sabbatical leave is a professional leave of absence with compensation for tenured faculty members for a year or fraction thereof as determined by the appropriate dean, director, or vice president, and the Provost, for the purpose of renewing, updating, and broadening the individual's teaching, research, or professional skills and knowledge.

Credit toward sabbatical leave begins the day the tenured or tenure-eligible faculty member is employed as an instructor or higher rank; but a sabbatical leave shall not be granted until tenure has been attained. A faculty member must be employed with the rank of instructor or higher for 6 years at the University to be eligible for a sabbatical leave. Additional sabbaticals are earned at the rate of 1 sabbatical leave for every 6 years of professional service to the University. Any leave period of one semester or more does not earn credit toward sabbatical leave privileges.

A faculty member on sabbatical leave is eligible for advancement in rank and for any general or special adjustment in salary received by other faculty members of the University.

Faculty members are strongly encouraged to use sabbatical leave for advanced study or research at an institution with a distinguished reputation or for significant professional association with a reputable organization.

365.2 PROCEDURES

2.1 Application for Sabbatical Leave

Faculty members shall apply for sabbatical leave by completing an official form, available from the Office of the Provost, in which they provide justification, objectives, place, and other details of proposed activities during the leave period. Faculty members planning for sabbatical leave should consult with their department heads or supervisors to determine that their plans are feasible before any commitments are made involving the individual or the University. After consultation with the department head or supervisor the application for sabbatical leave shall be forwarded to the appropriate dean, director, or vice president for approval. After approval at this level, the application shall be forwarded to the Provost for approval.

Applications for sabbatical leave describing the proposed activity and specifying the personal, professional, and institutional benefits which will result shall be in the Provost's Office by February 14 for sabbaticals planned for the following full fiscal or academic year. Applications for sabbatical leaves of shorter durations must be submitted to the Provost's Office 6 months prior to the beginning of the proposed leave.

2.2 Sabbatical Leave and Scheduling

As far as possible, departmental schedules shall permit eligible faculty members to take sabbatical leaves. Departmental schedules shall minimize the disruption of departmental programs and activities caused by sabbatical leaves. Requests for leaves from faculty members of small or large departments shall receive equal consideration.

2.3 Sabbatical Leave Compensation

Compensation for sabbatical leave shall be calculated as a portion of the monthly base salary for the months taken as sabbatical leave under the following schedule:

12-month sabbatical	80% monthly base salary
Two-semester sabbatical	80% monthly base salary
One-semester sabbatical	100% monthly base salary

Sabbatical leave for one semester will be granted only in special circumstances where such leave is primarily in the interest of the University.

A faculty member is covered by benefits while on sabbatical leave, providing the usual premium deductions for same are made from his or her salary.

2.4 Sabbatical Leave and Other Employment

A faculty member who is on sabbatical leave may accept a fellowship, an assistantship, or professional employment in his or her field of specialization. The University shall not be obligated to pay more than that amount of sabbatical compensation which, when added to the outside source of compensation, will equal 110% of the faculty member's

full regular salary for the period of the leave, after adjustment for regional cost-of-living difference. If an allowance for transportation is provided by the outside source, the amount of this allowance will be disregarded in computing the contribution to be made by the University.

2.5 Sabbatical Leave and Employee Benefits

A faculty member on sabbatical leave is covered by all employee benefits, except for the accrual of annual and sick leave. Annual leave is not earned and sick leave is not allowed to a faculty member while on sabbatical leave. However, any annual leave and/or sick leave accrued by a faculty member at the commencement of sabbatical leave will remain to the faculty member's credit until he or she returns to professional service for the University, after which, unused annual or sick leave shall be subject to the annual leave and sick leave provisions of policies 345 and 363.

2.6 Responsibilities Upon Return from Sabbatical Leave

Acceptance of a sabbatical leave binds the faculty member to return and to remain in the service of the University for at least one academic year. If the faculty member fails to return to the service of the University, he or she will pay a penalty to ~~shall reimburse~~ the University equal to the ~~for the~~ sabbatical leave salary received based on a calculation to be made by the Payroll Office. At the conclusion of the sabbatical leave, a written report shall be presented to the department head or supervisor, dean or director, and Provost.

365.3 RESPONSIBILITIES

3.1 Provost, Deans, Vice Presidents

Responsible for approving/disapproving sabbatical leave requests according to the provisions of this policy and ensuring that the requested leave is in the best interest of the individual faculty member and the University.

ISSUES/RECOMMENDATION

Purpose: To revise Policy 368 Phased Retirement based on current practices and the University's retirement plan document.

Issues:

- Section 368.3
 - Changes the eligibility age to 55 as stated in the 401(a) plan document
 - Changes language to state that a phased retirement agreement will not extend longer than 3 years
 - Clarifies that employees on an academic year appointment may only enter the program on January 1 or July 1 unless a different date is mutually agreed upon by the Dean/Vice President and Provost/President
- Section 368.5.3
 - Removes the section that suggests employees meet with TIAA or URS upon receiving tentative approval for phased retirement
- Section 368.5.6
 - Removes the one year trial option

Recommendation: The Office of Human Resources recommends approval of these changes.

POLICY MANUAL

GENERAL

Number 368

Subject: Phased Retirement Program

Covered Employees: Benefit Eligible Employees

Date of Origin: September 1, 2002

Date of Revision(s): October 13, 2017

Effective Date: October 13, 2017

368.1 I. PURPOSE POLICY

Where the University determines that there is sufficient benefit to a department, employees may be granted the opportunity to participate in the USU Phased Retirement Program. The purpose of the Phased Retirement Program of Utah State University is ~~(1)~~ to encourage staffing flexibility, consistent with overall University and individual department needs, and ~~(2)~~ to provide covered employees with ~~faculty and staff~~ an opportunity to ~~devote increased time to personal interests by~~ partially retiring, or retiring in planned stages, while continuing to provide service to the University in their area of ~~greatest~~ expertise.

368.2 II. REFERENCES

Utah State University Policy ~~Manual #361~~, Retirement Plans and Retirement Benefits

Utah State University Policy ~~Manual #349~~, Early Retirement Incentive Program

Utah Code Title 49-12-204~~6~~ "Higher Education Employees'" Eligibility Requirements

368.3 III. GENERAL POLICIES PROVISIONS

~~A.~~ The Phased Retirement Program is available to ~~"benefit eligible"~~ employees of the University who are at least ~~55~~58 years of age and have completed at least five years of continuous service for the University immediately prior to participation in the Phased Retirement Program. The term of the phased retirement period will be clearly defined in the Phased Retirement Agreement, but will in no case extend beyond 3 years.~~the individual's Social Security Full Retirement Age (SSFRA) as defined by federal law.~~

~~B.~~ Participation in the Phased Retirement Program is not an entitlement or a right ~~automatically available to all persons who meet the eligibility criteria~~, but is subject to administrative approval. The terms and conditions reflected in a written Phased Retirement Agreement specifying the arrangements under which the ~~employee individual~~ will be placed in phased retirement status ~~also requires~~ administrative approval by the Dean/Vice President and the Provost/President. Employees on academic year appointments may only initiate phased retirement on January 1 or July 1 unless a different date is mutually agreed upon in writing by the Dean/Vice President and the Provost/President.

While University administrators will give consideration to all requests to participate in the Phased Retirement Program, the nature of the working assignment of the ~~employee individual~~ may not lend itself to a reduced schedule or a reduction in responsibilities. ~~and In addition,~~ other practical considerations (e.g., ~~impact of existing phased retirement participants on the unit or department, lack of office space or laboratory facilities, funding considerations, etc.~~) may preclude approval of Phased Retirement ~~requests proposals~~ (e.g., ~~impact of existing phased retirement participants on the unit or department, lack of office space or laboratory facilities, funding considerations, etc.~~).

~~A.~~ An ~~employee individual~~ who wishes to be considered for participation in the Phased Retirement Program must submit a written request to the ~~Department Head or Director as soon as possible~~ at least six months in advance of the date upon which partial retirement is to be initiated. After consultation with the ~~cognizant Dean and/or Vice President~~, the ~~Department Head or Director~~ will advise the applicant whether the request has ~~been~~ tentative approval~~ed~~. Denial of a request does not preclude the approval of a subsequent request. If it appears reasonably likely that the request will be approved, the applicant should be encouraged to proceed with the application.

~~C.~~ The ~~employee individual~~ who enters the Phased Retirement Program ~~on a permanent basis must~~ agrees to a reduced FTE (~~F~~ull time equivalent) employment status with the University, with the ~~clear~~ understanding that the total FTE percentage for all services performed for the University ~~as an employee~~ cannot thereafter be increased, although it may be decreased. If the FTE drops below .5, benefits will cease.

~~B.~~ In the case of joint appointments, all appropriate ~~Department Heads/Directors~~ must receive the ~~written~~ request and consult with their ~~cognizant Dean or Vice President~~.

~~G.~~ The agreement, or any subsequent amendments to the agreement, must receive the signed approval of the Provost, for faculty positions, or the Vice President for Business and Finance, for staff positions, as the final approval step before it can be initiated.

368.4 ~~IV. TIME AND EFFORT~~ FULL-TIME EQUIVALENT REQUIREMENTS

For an ~~employee~~individual to enter ~~at the~~ Phased Retirement Program, ~~on either a one-year trial basis (see Section VI. below) or a permanent basis,~~ the FTE percentage assignment for that employee must be reduced by at least one-fifth (i.e., to a level of .80 FTE or less, depending on current FTE) over the same or a reduced appointment base period (i.e., an academic year base[nine month] appointment may not be extended to 10, 11, or 12 months, but a fiscal year base [12 month] appointment may be reduced to nine months). University assignments in addition to the appointment base period (~~i.e.~~e.g. one or two month summer semester assignments, extra contractual assignments paid by the University, extension course assignments, and any other ancillary assignment) will NOT be considered as part of the base period assignment for calculation of the ~~P~~phased Retirement. ~~incentives described below.~~ The FTE level initially agreed upon may later be reduced ~~in decrements of .20 FTE or as agreed~~ by an addendum to the contract. The FTE level cannot be increased. ~~Exceptions to the limitations specified in this paragraph must have the approval of the cognizant dean and Provost, or vice president.~~

368.5 ~~V.~~ PHASED RETIREMENT INCENTIVES

~~A.~~

5.1 **Employee Benefits:** ~~Unless specific provisions to the contrary are included in an individual's Phased Retirement Agreement with the University, Participants in the Phased Retirement Program are that person will be~~ entitled, for the duration of the agreement, to the same status and employment related benefits at the same level ~~he/she had~~ attained prior to the effective date of the agreement, except ~~that~~ annual and sick leave (if applicable) will be earned on a pro-rata basis according to FTE~~the percent of time in the phased retirement agreement.~~

~~5.1-B.~~ 5.2 **Financial Incentive:** Participants in the Phased Retirement Program will receive ~~are entitled to~~ financial incentive payments to compensate for the reduced retirement contributions resulting from a reduction in the FTE assignment. The financial incentive is the difference between what the University contributes to the participant's retirement fund on the appointment base period, ~~as defined above in Section IV,~~ before and after the phased retirement takes effect. The financial incentive will be in the form of additional salary payment to be contributed ~~by agreement~~ to a University sponsored supplemental retirement account for those participants on a defined contribution retirement plan. ~~of choice for the individual participant. Phased retirements that drop below the .50 FTE level will only be eligible for this incentive for one year from the time of reduction to below .50 FTE. The financial incentive amount will become part of the phased retirement agreement and will not be adjusted because of any subsequent salary increases unless a new formal agreement between the parties is executed. If the participant is part of the Utah Retirement System (URS) defined benefit plan, the participant~~

will continue to earn service credit. The phased retiree will ~~also~~ be allowed to begin withdrawals ~~and/or payments or annuities~~ from the phased retiree's ~~basic retirement-employer funded~~ plan where such an arrangement is allowable under state and federal law.

~~—C. In unusual situations, and with the specific approval of the cognizant dean, vice president or Provost, an additional financial incentive amount may be granted to the employee in return for an accelerated phased retirement program. Such additional incentive amounts will not be treated as salary increases as referred to in paragraph B above.~~

5.25.3 D. Salary Payments: Salary payments during the phased retirement period will be the salary base ~~comprised of two components. The first is base salary (computed using the salary base defined above in Section IV)~~ just prior to phased retirement multiplied by the FTE percentage defined in the Phased Retirement Agreement. This portion of the salary may be increased during the period of phased retirement based on University guidelines for annual salary increases.

~~The second salary component is the financial incentive defined above in paragraph B. This component may not be increased during the period of phased retirement, except as covered in paragraphs B and C above.~~

~~E. Limitations on Additional Earnings: The salary components as defined above in paragraph D cover the phased retiree's total assignment for all services rendered to the University, regardless of funding source. However, the phased retiree will NOT be limited in salary payments or time spent for sporadic and/or occasional activities not related to the primary assignment, such as teaching extension courses.~~

VI. ONE-YEAR TRIAL OPTION

~~Phased Retirement may be approved on a one-year trial basis in the form of a partial leave of absence at reduced pay with the incentive and benefits described above. In such cases, however, the faculty or staff member will not be permitted to initiate payment or withdrawal of retirement benefits from the basic retirement program. The payment of the retirement benefits may be initiated only when the faculty or staff member enters upon either full or partial retirement on a permanent basis.~~

VII. PROCEDURES

~~A. An individual who wishes to be considered for participation in the Phased Retirement Program must submit a written request to the department head or director at least six months in advance of the date upon which partial retirement is to be initiated. After consultation with the cognizant dean and/or vice president, the department head or~~

~~director will advise the applicant whether the request has tentative approval. Denial of a request does not preclude the approval of a subsequent request. If it appears reasonably likely that the request will be approved, the applicant should be encouraged to proceed with the application.~~

~~B. In the case of joint appointments, all appropriate department heads/directors must receive the written request and consult with their cognizant dean or vice president.~~

~~C. Upon receiving tentative approval, the applicant should make an appointment with the Office of Human Resources to obtain complete details of the Phased Retirement Program, including the various retirement options that may be elected. With the assistance of the Office of Human Resources, a formal request may be made to the appropriate retirement program (TIAA/CREF or Utah State Retirement) for specific financial estimates as to the amounts of retirement income under the option chosen.~~

~~D. Upon receipt of the necessary retirement data, the applicant should initiate discussions with the Office of Human Resources and the cognizant department head or director for the purpose of drawing up a contractual agreement between the individual and the University for phased retirement. Human Resources will provide a "template" Phased Retirement Agreement. The Phased Retirement Agreement should specify the percent of time (FTE), specific length of the contract, and include a specific work plan of how the time in position will be used.~~

~~E. Upon completion of the discussions described in paragraphs C and D above, a tentative contract should be completed. The tentative contract should then be submitted through reporting channels to the cognizant dean and Provost, or vice president for review and approval or modification.~~

~~F. After such modifications as may be necessary to obtain dean or vice presidential approval, a formal contractual agreement will be signed by the individual, the department head/director, and the cognizant dean and Provost, or vice president.~~

~~G. The agreement, or any subsequent amendments to the agreement, must receive the signed approval of the Provost, for faculty positions, or the Vice President for Business and Finance, for staff positions, as the final approval step before it can be initiated.~~

368.6 RESPONSIBILITY

6.1 Department Heads and Supervisors

Responsible for notifying and coordinating with the Office of Human Resources on any approved request for phased retirement in order to facilitate the necessary documentation to complete the process.

6.2 Employees

Responsible for requesting participation in the Phased Retirement Program, by notifying their appropriate Department Head or Director, in a timely manner, of their desire to engage in the Phased Retirement Program, and for coordinating with the Office of Human Resources in the completion of the Phased Retirement Agreement.

6.3 Office of Human Resources

Responsible for assisting the department and employee by advising, drafting, and implementing the Phased Retirement Agreement.

Report from the Educational Policies Committee November 2, 2017

The Educational Policies Committee (EPC) met on November 2, 2017. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page (www.usu.edu/epc).

During the November 2, 2017 meeting of the Educational Policies Committee, the following actions were taken.

Approval of the report from the **Curriculum Subcommittee** meeting of which included the following actions:

- Approval of 121 course requests.
- Approval of the request from the Department of Human Development and Family Studies in the Emma Eccles Jones College of Education and Human Services to discontinue Early Childhood Development Certificate Program.
- Approval of the request from the Department of Kinesiology and Health Science in the Emma Eccles Jones College of Education and Human Services to discontinue the Master of Science in Health and Human Movement.
- Approval of the request from the Department of Kinesiology and Health Science in the Emma Eccles Jones College of Education and Human Services to discontinue the Master of Health Promotion.
- Approval of the request from Request from the Department of Languages, Philosophy and Communication Studies in the College of Humanities and Social Sciences to offer a Masters in Communication Studies.
- Approval of the request from the Department of Sociology, Social Work and Anthropology in the College of Humanities and Social Sciences to offer a Social Work Minor.
- Approval of the request from Department of Physics in the College of Science to restructure the PhD in Physics by reducing the number of research credits.

Approval of the report from the **Academic Standards Subcommittee** meeting of which included no action items, but there was an important discussion related to developing a “registered student policy” that addresses the question: Who may attend USU classes?

Approval of three reports from the **General Education Subcommittee** meeting which included the following actions:

- Approval of the following course designation requests: RELS 3900 (CI); PHIL 4500 (DHA); POLS 3200 (DSS); POLS 4260 (DSS); SOC 4410 (DSS).
- No action, but important issues being discussed: A process for reviewing and tracking the designation of “older” general education courses; A review of the 15-Year General Education Rule where general education courses if 15 years expire.

USUSA Report to the Faculty Senate 2017-2018

Greek Olympics

March 17

The Greek Olympics was a two-day event hosted by the USUSA Diversity Cabinet in support of USU's fraternity and sorority life. Activities included food eating competitions, dance offs, relay races, frisbee tournaments, rock climbing, and a tug of war. The Greek organization that won the Olympics was allowed to donate the funds raised by the event to their philanthropy. Sigma Phi Epsilon received the gold medal and proceeds went to Big Brothers Big Sisters of Utah.

President's Scholarship Banquet

March 17

The President's Award is given to students who go above and beyond in the community or on campus. It is a way to thank them for the time and hard work they spend improving USU. USUSA President Ashley Waddoups recognized outstanding student leaders and spoke about the different forms of leadership she saw during her time as a student leader at USU. President Waddoups presented three scholarships to student leaders who were recognized and nominated by other students for their dedication and hard work.

USUSA Spring Retreat

March 24-25

The incoming USUSA Officers collaborated with USU Auxiliaries at the Bear Lake Training Center to improve communication between students and administrators. Senators, directors, and vice presidents calendared events and bonded. USUSA President Michael Scott Peters revealed the officers' theme for the 2017-2018 school year: *Everyone Belongs*.

CHaSS Week

March 27-31

College of Humanities and Social Sciences (CHaSS) week was a great opportunity for CHaSS Senator Jacie Rex and her council to engage with the broader student body about their college. The week included events like with Cookies with the Dean and Alumni Night. The CHaSS Quiz Bowl was especially well attended. It allowed students from across campus to answer USU and CHaSS specific trivia.

International Banquet

March 31

The International Student Council (ISC) hosted the annual International Banquet in honor of Frank De Leon, former ISC President who was killed in a plane crash in summer 2016. Performances included a variety of cultural talents from the Access & Diversity Center and ISC.

Mental Health Week

April 3-8

The 2015-2017 Graduate Studies Senator, Ty Aller, and other USUSA officers joined together for a week of mental health advocacy and awareness efforts. The week began with the opening of the 2017 Hope Wall on Monday. It remained open the remainder of the week for students to add polaroid pictures to. Students gathered outside the TSC Tuesday evening for Light the Night, an event which encouraged students to talk more openly about mental health with others. Writer and comedian Sara Benincasa spoke about her experience overcoming depression Wednesday evening in the TSC Ballroom. Graduate students organized other mental health workshops on campus over the course of the week, and Mental Health Week concluded with two events that were open to the community on Saturday: the Out of Darkness Walk and the Facing Depression monologue.

Robins Awards

April 15

The Robins Awards are the most coveted of all Utah State University honors, and the awards night is the year's most prestigious event. This year marks the 68th year since Bill E. Robins was student body president at Utah State University. It is in his name we continue to celebrate this renowned tradition.

This year more than 100 nominations from students, staff, and administration at Utah State University were received. Those nominated were asked to submit a comprehensive biography by which a selection committee could evaluate their accomplishments. Following the Robins Awards ceremony on April 15th, 2017, the official 2017 Robins Awards recipients are as follows:

Faculty University Service Award - Rebecca G. Lawver
Faculty Researcher of the Year - Silvana Martini
Master Student Researcher of the Year - Jacqueline Keating
Doctoral Researcher of the Year - Salif Mahamane
Graduate Student Teacher of the Year - Sherena Huntsman
Peak Prize: Undergraduate Researcher of the Year - Margaret Hallerud
Undergraduate Faculty Mentor of the Year - Christy Glass
Professional Advisor of the Year - Tressa M. Haderlie

Eldon J. Gardner Teacher of the Year - Matt Omasta
Scholar of the Year - Darcie Christensen
Legacy of Utah State Award - Erik Gray
Female Athlete of the Year - Jessica Brooksby
Male Athlete of the Year - Dillon Maggard
Gerald R. Sherratt Award - Jessica Bishop
Talent of the Year - Michael Francis
Organization of the Year - Best Buddies
Val R. Christensen Service Award - Becca Huppi
Woman of the Year - Ashley Waddoups
Man of the Year - Garrett White
Bill E. Robins Memorial Award - Ty B. Aller

A-Week

April 17-21

As part of A-Week, the Student Alumni Association hosted a variety of events including Miss USU, a luau, and True Aggie Night.

Gripe Night

April 26

To reach students directly, the Government Relations Council (GRC) has organized an event for the end of the year to collect student concerns and ideas. Bridget Baldwin, the newly elected Student Advocate Vice President, has invited other USUSA officers to join the GRC for this event. This will help create an open channel of communication between student leaders and the students they represent.

ULA (Utah Leadership Academy)

May 16-18

Fifteen USUSA student body officers joined eight other institutions at Weber State for service, networking, and training. Our officers attended seminars by notable leaders in Utah and served the Ogden community through a variety of service projects. These included serving at the local food pantry, running an event at an after school club, and community cleanup.

Snake River Rafting Trip

August 8-9

Dr. James Morales organized a bonding activity between the Division of Student Affairs, USUSA, Greek Life, Spirit Squad, and Student Media on a river rafting trip to the Snake River. The purpose of this trip was to facilitate collaboration between the respective organizations to improve communication on campus this next year. Outdoor Programs hosted five students leaders from each organization.

Aggie Blue Leadership Conference**August 21-22**

USUSA's annual leadership conference "Aggie BLUE" took place the week before fall 2017 classes. Nearly 130 students participated in this year's conference. Students attended leadership presentations by five USUSA Presidents and participated in a service project at the American West Heritage Center. We were able to place about 40 incoming students in various positions within USUSA for the upcoming year.

USUSA Fall Retreat**August 25-26**

The 22 USUSA Officers joined together at the Bear Lake Training Center to prepare for the upcoming semester. VP James Morales and Dr. Eric Olsen presented on the importance of representing students in the coming academic year. The officers participated in a group workshop on the ideas presented in *Getting to Yes* by Robert Fisher and William Ury.

Weeks of Welcome**August 28-September 9**

This year the USUSA Student Events Office opted to expand the "Week of Welcome" tradition to two "Weeks of Welcome." Working with departments from across campus, they were able to organize two or three events per day to welcome students back during the first two weeks of the semester. These events included a zumbathon, a carnival, an outdoor showing of *Wonder Woman* on Old Main Hill, a lecture by Dr. Willie Lynsch of Harvard Medical School, a music festival on the Quad, and a giant slip-'n-slide party. An estimated 4,000 students joined in on the first day and attendance remained high for events throughout the two weeks.

College of Agriculture and Applied Sciences Week**September 18-22**

The College of Agriculture and Applied Sciences Student Council pushed through often-inclimated weather to provide campus with five full days of events. Baby pigs on the Quad drew many students out into the rain, and the "Day on the Patio" kabob sale drew people out to the festivities from across the university. CAAS Week finished off with a Country Swing Night where the USUSA Country Swing Club provided a lesson to newcomers.

USUSA Exchange at San Jose State University**September 21-24**

Sixty representatives from Student Media, the Spirit Squad, the USUSA Executive Council and the USUSA Academic Senate were transported by bus to San Jose, California for a student involvement exchange. Each group met with their corresponding organization at SJSU on Friday morning after a 14-hour bus ride on Thursday. After a day full of idea sharing and collaboration, the USUSA exchange group returned to SJSU's campus the following day to cheer for the Aggie football team and network with university administrators and Aggie alumni. Following the football team's 61-10 victory Saturday night, the group returned to the bus to drive through the night back to Logan.

USU HURD Campout on the Quad**September 28-29**

In anticipation of the USU vs. BYU Football game on Friday, September 29th, hundreds of students met on the Quad to camp out and enjoy hot dogs, games, and an impromptu speech by Vice President and Director of Athletics, John Hartwell. Student Athletes enjoyed time with their classmates, and the campers met at Maverik Stadium early the following day to show their support for USU Athletics.

Huntsman School of Business Week**September 23-29**

Starting with the RODS (Racing for Orphans with Down Syndrome) 5K run on Saturday morning, Business Week was intended to mix service with networking opportunities. Students played “Professor Bingo” on Tuesday, wrote letters to cancer patients on Wednesday, met Business School alumni on Thursday night, and enjoyed the Fanfest Tailgate Party before the USU vs. BYU Football game on Friday afternoon.

Homecoming Week**Aggie Heroes**

Mission Statement

The mission of USU's Office of Student Retention & Completion is to provide campus leadership, reliable data, and student-focused programs that will provide students with the tools to thrive academically, socially, and personally while at USU.

Website

thrive.usu.edu

Assessment

Measures

- a. The Office of Student Retention & Completion measures success using official university retention and graduation rates as calculated by the Office of Analysis, Assessment and Accreditation. These rates exclusively represent full-time, first-time, Bachelor's degree-seeking cohorts. Retention and completion rates will be measured by these cohorts, whereas persistence rates will be measured using all undergraduates.
- b. Definition of terms:
 - Persistence – The rate at which students persist in enrollment from one semester to the next full semester (Fall to Spring and Spring to Fall).
 - Retention – The rate at which the university retains students from year to year.
 - Completion/Graduation – The rate at which students earn a Bachelor's level degree (measured at 4th, 5th, and 6th years).
 - Cohort – A population of students identified in fall semester at the census date (3rd week) as being first-time, full-time, Bachelor's degree-seeking students. Once the cohort is identified, it is a fixed population tracked for retention and completion purposes annually through the sixth year.
 - First-time – Students in their first term (excluding Concurrent Enrollment).
 - Full-time – Students enrolled in 12 or more credits.
 - Bachelor's Degree-seeking – Students who are matriculated in a Bachelor's level program, an academic discipline which requires completion of a minimum of 120 semester credit hours, University Studies requirements, and a chosen major.

Intended Benchmarks

1. Short-term (Ongoing): Impact of specific interventions to the percentage of lift on persistence to the next term.
2. Intermediate (Annually): Increase student retention rates.
3. Long-term (4-6 years): Increase graduation rates and decrease time to graduation.

Retention Initiatives for the 2017-18 Academic Year

Following is a list of new and ongoing Student Affairs retention efforts with an impact on the persistence, retention, and graduation of USU students. New initiatives are bolded.

- Director of Student Retention and Completion
 - **First Scholars** is a new curriculum-based mentor program that matches first generation and minority students with peer mentors. Students selected to participate in the First Scholars Program must enroll in and complete: USU 1010 (F), USU 1160 (F), USU 2160 (S). The curriculum is based on leadership development.
 - **Thrive Website and Media Library** is a new website designed to shepherd and encourage students through each year of their undergraduate experience at USU. The focus is on four areas of persistence: academic, social, personal, and financial. Each of these four areas includes benchmarks and resources for freshmen through senior years. The Media Library contains several videos of current students and alumni speaking about their own persistence at USU. (thrive.usu.edu)
 - **Social Media Outreach** including FaceBook, Twitter, and Instagram are being used as tools to share messages of persistence and hope to USU students.
 - **Mentor Meals** is a program that provides mentors with the option to check out a meal plan card to take a student (or students) to lunch or dinner. Meal cards have been purchased through a USHE grant to provide mentors the means to facilitate meaningful discussions over a shared meal. Currently the First Scholars program and Engineering Mentors program are utilizing these meal cards.
 - **Nudge Campaigns** and training in writing and developing nudge campaigns are coordinated out of the Office of Student Retention & Completion. These campaigns focus communications on succinct, relevant, timely, actionable communications to students. They are then measured in the lift in persistence the campaign creates for the target population.
 - **Civitas Illume** is used to identify at risk populations and the primary risk factors contributing to low persistence.
 - **Retention Awards** were initiated in 2017. Two \$500 awards will be presented annually. The 2017 awards were presented to Dr. Kristina Scharp (Retention Researcher of the Year) and Professor Tonya Triplett (Retention Faculty of the Year). The 2018 awards will be presented to a faculty and an advisor. A nomination is sought from each college through the Associate Deans.
 - Retention Data
 - AWOL (student who left the University without completing a Leave of Absence) Reports for 2013-16 cohorts.
 - LOA (Leave of Absence) Reports/Analysis for 2013-16 cohorts.
 - Student Tracker – all cohorts. This is a service of the National Student Clearinghouse. It allows USU to track students who began at USU but then transferred. We can see where they transferred and whether they are successful.
 - Tableau Visualizations
 - ARGOS reports.

USU Faculty Senate Report on Retention, Persistence, and Success

2017-18 Academic Year

- Support and Facilitation of College Retention Efforts:
 - College Welcome events during the week of Connections.
 - Faculty mentor is assigned to every student in the Quinney College of Natural Resources (QCNR).
 - QCNR weekly Coffee Social for students, faculty, and staff.
- Retention Scholarships: students are nominated for these by their advisors. The students are then asked to submit an application including a statement of academic aspirations and a budget worksheet. The retention scholarship committee reviews all applications and makes awards based on the criteria set forth.
 - Perkins Scholars (Merit/Sophomore)
 - Watkins Scholars (Needs Based)
 - University Retention Fund (Needs Based)
- ETE Faculty Workshop on faculty best practices regarding student success and engagement.
- Retention Faculty Workshops. The Director of Student Retention is available to present to faculty and university leadership regarding the retention vision and goals of the university.
- Four-Year Degree Maps in the University Catalog. This was an initiative from USHE. The four-year degree maps outline an “ideal” progression for success for each program. The colleges and departments were instrumental in making this happen.
- USU 1010 (Connections) early alert and intervention interviews: all student who receive a C or lower in USU 1010 are invited to meet with the Director of Student Retention to discuss strategies for success as they move forward in their other classes.
- Early Alert Survey: faculty and advisors are invited to complete a survey to notify the Director of Student Retention of students in jeopardy of academic failure. Those students are then invited to meet and discuss strategies for success.
- Outreach to Students Ordering Transcripts in order to Transfer. Students are contacted and asked to respond to some basic questions about why they plan to transfer. In cases where the intent to transfer is a result of financial problems, students have received retention scholarships and been able to stay at USU.
- USU's Co-chair to Complete College America: Utah
- Parent Orientation: the Director of Student Retention speaks to parents at orientation to inform them of financial and other benefits of completing a four-year degree. Parents are also encouraged to see the college experience as a four-year experience complete with a four-year financial plan, rather than planning from year to year.
- Admissions
 - Constituent Relationship Management (CRM) Software
 - Ambassadors
 - Scholarships/Waivers: Enrollment Services is looking at the standards and practices for awarding scholarships and waivers. There is some data to suggest that USU loses

Report submitted by Heidi Beck Kesler, Director of Student Retention & Completion, Division of Student Affairs: Utah State University on November 6, 2017.

2017-18 Academic Year

- students after the first year because USU has very few renewable scholarships and yet they can qualify for a transfer scholarship elsewhere.
- Review of Admissions Index. Enrollment Services is reviewing admission standards in order to only admit students who are truly prepared to succeed at USU.
 - Student Orientation and Transition Services
 - **Aggie Orientation** is a new 5-module online orientation process that delivers on-time information to students from the point of admission, through enrollment, and into their first semester at USU.
 - USU 1010: University Connections.
 - Reverse Processional and Luminary experience as the culmination of Connections week.
 - LOA/Deferment Process
 - Visits to Missionary Prep Classes at LDS Institute
 - Communication Plan for Deferment and LOA
 - Passport Program: this is a program that helps students get engaged and learn about a variety of social and academic supports and opportunities across campus.
 - Registrar's Office
 - **Registration Nudge** is sent out to notify students of their specific scheduled time to register.
 - Registration Reminders and Assistance
 - DegreeWorks is the university degree audit program.
 - Stackable Credits: Roland Squire works with a state-wide group to help students stack credits from two-year programs into four-year programs.
 - Early Intervention Data
 - D, F, W, I Grade Reports
 - Repeat Reports
 - Semester GPA Warning
 - Student Portal
 - **Registration Hold Button** so students know when they have a registration hold.
 - **Registration Notification Button** so students know the date and time they are eligible to register.
 - Curriculum & Enrollment Management
 - Continued identification and resolution of bottleneck courses
 - Academic Service Center
 - Strategies for Academic Success (USU 1730)
 - Math/Stats Tutoring Center
 - Supplemental Instruction
 - Study Skills *Quickshops*
 - Student Support Services (TRIO)
 - Inclusion of resilience and persistence themes in workshops offered by the Academic Success Center (ASC).
 - Career Services
 - **Aggie Handshake** is USU's new student employment system.
 - Career Exploration Course (USU 1220) and Career Fairs
 - Testing Center

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USU Faculty Senate Report on Retention, Persistence, and Success

2017-18 Academic Year

- Student Employment and Resume and Cover Letter Assistance
- Financial Aid
 - Loan and Financial Counseling
 - Outreach to provide students and their parents with accurate information about the resources to pay for college.
- Student Involvement
 - Student Government
 - Service Learning
 - Clubs & Organizations
- Recreation and Wellness
 - Campus Recreation Programs
- Student Health and Wellness Center
 - Psychiatric Services
 - Affordable Medical Services
- Counseling and Psychological Services
 - One Time Consultations for Students in Distress
 - Individual & Couples Counseling
 - Group Therapy
 - Psychological Assessment
 - Online Self Care Resources
 - Resilience Workshops through Counseling and Psychological Services (CAPS).
- Residential Life
 - Sophomore Dinner Symposium Series.

USU Faculty Senate Report on Retention, Persistence, and Success

2017-18 Academic Year

Addendum 1: Official Retention/Graduation Data (from AAA)

UTAH STATE UNIVERSITY RETENTION/GRADUATION REPORT Full-Time, First-Time, Bachelor's Degree-Seeking Cohorts, 2006-2016 Notes 1 & 2

Table 1. ALL STUDENTS

Year	Initial Cohort	Retention Rates			Cumulative Graduation and Retention Rates					
		Continued To 2nd Yr.	Continued To 3rd Yr.	Continued To 4th Yr.	Graduated In 4 Yrs.	Continued To 5th Yr.	Graduated In 5 Yrs.	Continued To 6th Yr.	Graduated In 6 Yrs.	Continued To 7th Yr.
2006 ¹	2,508	73.3%	58.6%	48.2%	27.6%	23.9%	42.5%	9.9%	50.3%	5.4%
2007 ¹	2,744	72.9%	59.1%	50.3%	27.4%	26.2%	42.1%	11.5%	50.7%	5.5%
2008 ¹	2,665	74.0%	61.5%	52.2%	24.8%	27.6%	40.4%	11.7%	49.6%	5.8%
2009 ¹	2,796	72.5%	59.7%	50.8%	25.0%	27.3%	40.3%	10.7%	49.1%	4.4%
2010 ¹	3,069	72.5%	60.4%	49.8%	24.3%	26.1%	39.6%	9.6%	45.7%	3.9%
2011 ²	3,082	72.3%	55.4%	46.9%	21.0%	26.1%	37.2%	9.4%		
2012 ²	3,023	67.4%	53.9%	46.9%	23.5%	22.2%				
2013 ²	2,935	71.7%	59.6%	48.2%						
2014 ²	2,952	70.7%	51.9%							
2015 ²	3,582	72.9%								
2016 ²	3,533									

Avg. Six-Year Graduation Rate
 2007-2010 (last 4 graduating cohorts) **48.8%**

Avg. First-Year Retention Rate
 2012-2015 (last four entering cohorts) **70.7%**

Most recent Graduation Rate (2016)
 Most recent Retention Rate (2016)

Note 1: 2006-2010 Initial Cohort included all degree-seeking students at Logan Campus and RCDE. Graduation rates calculated for those who completed a bachelor degree.

Note 2: Starting with 2011, Initial Cohort includes only bachelor level degree-seeking students at Logan Campus, RCDE and USU Eastern. Graduation rates calculated for those who completed a bachelor degree.

Graduation and retention rates are calculated from adjusted cohorts. Initial cohorts are adjusted for students who are identified as: 1) deceased or totally disabled; 2) serving in the armed forces; 3) serving with a foreign aid service of the Fed. Govt.; 4) serving on an official church mission.

Analysis Office / KJH / c:\excel\graduationRetention_Graduation Report, Cohorts 2006-2016.xlsx\2008_2016 / 4/6/2017 / 11:13 AM

Report submitted by Heidi Beck Kesler, Director of Student Retention & Completion, Division of Student Affairs: Utah State University on November 6, 2017.

CURRENT CODE

405.6.2(2)

(2) Promotion advisory committee (PAC).

When a faculty member without tenure is to be considered for promotion, the tenure advisory committee shall also serve as a promotion advisory committee. The term of this committee shall expire when the faculty member is awarded tenure.

Following tenure, if a faculty member so desires, he or she may request in writing to the department head or supervisor that a promotion advisory committee be formed and meet with the faculty member. This shall be done by the department head in consultation with the faculty member and academic dean, or vice president for extension, and, where appropriate, the chancellor or regional campus dean, within 30 days of receipt of the written request. The promotion advisory committee must be formed by February 15th of the third year following tenure and it is recommended that the informational meeting outlined in 405.8.2(1) below be held at this time.

The promotion advisory committee shall be composed of at least five faculty members who have tenure and higher rank than does the faculty member. The department head or supervisor shall appoint a chair other than him or herself. Normally, two academic unit members of higher rank who have served on the candidate's tenure advisory committee shall be appointed to the promotion advisory committee, and at least one member shall be chosen from outside the academic unit. If there are fewer than four faculty members in the academic unit with higher rank than the candidate, then the department head or supervisor shall, in consultation with the academic dean or vice president for extension, and, where appropriate, the chancellor or regional campus dean, complete the membership of the committee with faculty of related academic units.

Department heads and supervisors of the candidate shall not serve on promotion advisory committees, and no committee member may be a department head or supervisor of any other member of the committee. A department head or supervisor may only be appointed to the promotion advisory committee in unusual circumstances and with the approval of the faculty member under consideration. The appointing authority for each committee shall fill vacancies on the committee as they occur. In consultation with the faculty member and academic dean or vice president for extension, and, where appropriate, the chancellor or regional campus dean, the department head or supervisor may replace members of the promotion advisory committee. The candidate may request removal of committee members subject to the approval of the department head or supervisor and the academic dean or vice president for extension, and, where appropriate, the chancellor or regional campus dean.

When a department head or supervisor is being considered for promotion, the appropriate dean, or vice president for extension shall appoint the promotion advisory committee; when a dean, vice president, or chancellor is being considered for promotion, the provost shall appoint the promotion advisory committee.

Current Code:

405.8.2 Faculty with Tenure

The promotion advisory committee shall meet upon request of the faculty member, or in no case later than February 15 of the third year following tenure, to consider a recommendation for promotion.

The department head or supervisor, academic dean or vice president for extension, and, where appropriate, the chancellor or regional campus dean, provost, or president may propose promotion. Such a proposal shall be referred to the promotion advisory committee for consideration and all procedures of 405.8.3 shall be followed.

(1) Meetings of the promotion advisory committee

When the promotion advisory committee, formed by the department head or supervisor in consultation with the faculty member and with the approval of the chancellor or regional campus dean (where applicable) and the academic dean, meets for the first time, the purpose of this meeting, similar to the first tenure meeting, will be to ensure that an appropriate role statement is in place and to provide information to the faculty member about promotion to the rank of professor. This information could include historical information about the records of the last several department members promoted to professor or information about the committee's understanding of what is necessary for promotion to professor. All promotion advisory committee members shall participate interactively in all committee meetings, either physically or by electronic conferencing, at the appointed date and time. Ombudspersons must be present in person or by electronic conferencing. Subsequent to this first meeting, the faculty member may request additional meetings with the promotion advisory committee if desired.

When the faculty member is ready to be considered for promotion to professor, the promotion advisory committee shall meet, upon request of the faculty member, to consider a recommendation for promotion to professor the following fall. This initial meeting shall take place by February 15, approximately six months before the faculty member submits materials for consideration and review.

PROPOSED NEW VERSION -Two related revisions to the code.

405.6.2 (2) Promotion advisory committee (PAC) (Formation).

A promotion advisory committee must be formed no later than the third year from the time the faculty member was awarded tenure. At any time prior to this deadline, the faculty member may request that a promotion advisory committee be formed for him or herself. The request will be in writing and made to the department head. The promotion advisory committee will be formed by the department head in mutual agreement with the faculty member and in consultation with the academic dean, or vice president for extension, and, where appropriate, the chancellor or regional campus dean, within 30 days of receipt of the written request.

The promotion advisory committee shall be composed of at least five faculty members who have tenure and hold the rank of professor. The department head or supervisor will appoint a committee chair other than him or herself and at least one member of the promotion advisory committee will be chosen from outside the academic unit. Department heads and supervisors of the candidate may not serve on promotion advisory committees, and no committee member may be a department head or supervisor of any other member of the committee. The appointing authority for the committee will fill vacancies on the committee as they occur. One way of forming the committee would be for the department head, in consultation with the academic dean or (equivalent), to recommend two faculty members of the committee and for the faculty member to recommend two members and then the two together would reach agreement on the fifth member. The dean, the department head or supervisor may replace members of the promotion advisory committee. The candidate may request removal of committee members subject to the approval of the department head or supervisor and the academic dean or vice president for extension, and, where appropriate, the chancellor or regional campus dean.

405.8.2 Faculty with Tenure Below the Rank of Professor (Meeting)

The promotion advisory committee will meet at any time upon the request of the faculty member, or in no case later than the Spring semester of the third year following tenure. The purpose of the first meeting of the promotion advisory committee will be to provide guidance to the faculty member with regard to his or her performance relative to the criteria and qualifications for promotion to professor.

All promotion advisory committee members will participate interactively in all committee meetings, either physically or by electronic conferencing. An ombudsperson must be present in person or by electronic conferencing. The faculty member may request additional meetings with the promotion advisory committee if desired. When the faculty member wishes to be considered for promotion to professor, the promotion advisory committee will meet upon request of the faculty member during the Spring semester of the academic year prior to the academic year when the candidate's dossier would go forward for promotion.

Within 30 days after any meeting with the faculty member to discuss promotion (but not the evaluative meeting in 405.8.3), the promotion advisory committee chair will write a report on the guidance given to the faculty member based on the committee's discussion. All members of the promotion advisory committee and the ombudsperson must read and sign the final draft of the report. If necessary, a minority opinion may be included. The report will then be sent to the candidate and his or her department head or supervisor, academic dean, the vice president for extension, or, where appropriate, the chancellor or regional campus dean.

A faculty member considering promotion to professor is strongly encouraged to also consult with his or her department head or supervisor and academic dean to obtain additional guidance from them about their readiness for promotion.

The department head or supervisor, academic dean or vice president for extension, and, where appropriate, the chancellor or regional campus dean, provost, or president may propose promotion. Such a proposal shall be referred to the promotion advisory committee for consideration, and all procedures of 405.8.3 will be followed.

(3) Report of the department head or supervisor

If the faculty member has asked to be considered for promotion to professor in the subsequent year, the department head will provide in a separate report, an evaluation of the candidate's progress towards promotion to professor and identify any needed areas of improvement in the candidate's performance, as necessary. Copies of the department head's report will be provided to the faculty member, the promotion advisory committee, the academic dean or vice president of extension, and, where appropriate, the chancellor or regional campus dean, no later than 30 days following the meeting with the promotion advisory committee.